

Renewal of Provisional Registration

Application

Use this form if you currently hold either Provisional Registration (Graduate Teacher) or Provisional Registration (Returning Teacher) and you wish to renew your registration

Generally, it is expected that teachers who hold Provisional Registration will transition to Full Registration. To transition to Full Registration, you must be able to demonstrate that you meet the *Professional Standards for Teachers in Western Australia* (Professional Standards) at the Proficient Career Stage. Further information on meeting the Professional Standards can be found in the [Professional Standards Policy](#).

Provisional Registration can only be renewed, if in the opinion of the Board there are sufficient reasons for doing so.

In addition, to be eligible for the renewal of Provisional Registration, the Board must be satisfied that you:

- continue to meet the qualification requirement; and
- continue to be a fit and proper person to be registered; and
- demonstrate that you have met the requirements for professional learning and professional engagement; and
- continue to have the English language skills, both written and oral, prescribed as suitable for registration as a teacher.

If your application for renewal of Provisional Registration is granted, you will continue to hold the same sub-category of Provisional Registration (Provisional Registration (Graduate Teacher) or Provisional Registration (Returning Teacher)), as you do currently.

Continuance of registration

If your renewal application is received at the TRBWA at least 28 days prior to your registration expiring, your registration will continue until the TRBWA finalises your application, even if this happens beyond your registration expiry date.

If your renewal application is received less than 28 days before the expiry of your current registration, although every effort will be made, the TRBWA cannot guarantee that your application will be finalised before expiry of your registration. If your registration expires in these circumstances, you will no longer be registered and you will be unable to continue teaching in an educational institution until your application for renewal is granted. Please note that under the *Teacher Registration Act 2012* it is an offence to teach whilst unregistered.

Personal details

Current registration number: _____		Current registration expiry date: _____	
Title (<input checked="" type="checkbox"/>) <input type="checkbox"/> Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss Other _____			
Given name		Middle name(s)	
Family name/surname		Preferred name	
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other/unknown		Date of birth (dd/mm/yyyy) / /	
Other names by which I am or ever have been known including: <i>Alias (A), name change by Marriage (M) or previous name, changed by Change of Name Certificate by Department of Birth, Deaths and Marriages (P)</i> (please <input checked="" type="checkbox"/> beside each other name). If more room is required, list on a separate sheet. Please sign and send the sheet with this application form. Additional sheet included? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/> A <input type="checkbox"/> M <input type="checkbox"/> P	(Family name/surname)	(Given name and other names)	
<input type="checkbox"/> A <input type="checkbox"/> M <input type="checkbox"/> P	(Family name/surname)	(Given name and other names)	
Address information			
Current postal address (No/Street) eg 1 Town Street			
Country	Suburb/Town/City	State	Postcode
Is this also your current residential address? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Current residential address (if different from postal address)			
Country	Suburb/Town/City	State	Postcode
Date resided from (dd/mm/yyyy)			
Contact details			
Preferred contact number <input type="checkbox"/> Mobile or <input type="checkbox"/> Landline			
Mobile		Landline	
Preferred email			
Alternate email address			
Please note: The TRBWA will use this email address as your registered email address for contact purposes. During the application process it is your responsibility to inform the TRBWA of any changes to your contact details.			

Professional engagement requirements

Professional engagement is a mandatory requirement. To meet the professional engagement requirement, you must have taught in Australia or New Zealand for the prescribed period. Note that to **teach** means to undertake duties in an educational institution that include:

- the delivery of an educational program and the assessment of student participation in that program; or
- leading the delivery and assessment referred to above, including managing others undertaking the delivery and assessment.

Requirement: For the renewal of Provisional Registration, it is expected that you have taught for 60 days or a period of time that would be equivalent in hours, since the registration was last granted or renewed.

If you have gained registration with the TRBWA through Mutual Recognition, any professional engagement undertaken in the other Australian State or Territory or New Zealand since the registration was last granted or renewed may also be included.

Please complete the Recent teaching experience table detailing the educational institutions within Australia or New Zealand in which you have taught during the past 3 years, to meet the professional engagement requirement.

Please tick (☑) as appropriate:

- ☐ I have taught for the required 60 working days or a period of time that would be equivalent in hours and I understand that the TRBWA may request evidence to support this claim.

Or

- ☐ I have not completed the required professional engagement and am providing sufficient reasons for renewing my provisional registration

Professional learning activities requirement

Requirement: For the renewal of Provisional Registration, you must complete a minimum of 60 hours of professional learning activities (which are directly related to the [Professional Standards for Teachers in Western Australia](#)), since the registration was last granted or renewed.

If you have gained registration with the TRBWA through Mutual Recognition, any professional learning completed in the other Australian State or Territory or New Zealand since the registration was last granted or renewed may also be included.

Please tick (☑) as appropriate:

- ☐ I declare that I have completed the required 60 hours of professional learning activities and I understand that evidence may be requested by the TRBWA to support this declaration.

Or

- ☐ I have not completed the required professional learning activities engagement and am providing sufficient reasons for renewing my provisional registration

For more information, please read the [Professional Learning Activities](#) section of the TRBWA website.

Please complete the Professional learning activities table detailing the professional learning activities you have undertaken in your current period of registration.

Sufficient reasons for renewal of Provisional Registration

It is generally expected that teachers holding Provisional Registration will transition to Full Registration.

To transition to Full Registration, teachers must be able to demonstrate that they meet the *Professional Standards for Teachers in Western Australia* (Professional Standards) at the Proficient Career Stage. Further information on meeting the Professional Standards can be found on the TRBWA website (trb.wa.gov.au).

The Board can renew Provisional Registration only if the Board is satisfied that there are sufficient reasons for doing so in the circumstances of the case.

Sufficient reasons may include:

- illness and/or parental leave:¹
 - serious illness of the teacher, a family member, or a person for whom the teacher is the primary carer; or
 - hospitalisation or an emergency that renders the individual unable to meet their obligations; or
 - extended leave of absence due to reasonably unforeseeable circumstances; or
 - maternity or paternity related leave.

Further information on sufficient reasons can be found in the Consideration of Sufficient Reasons for Registration Policy.

The Board will take into account the facts, background and circumstances that give rise to the request have regard to the effort already invested towards completing the required professional engagement for the renewal of teacher registration.

In the section below, please:

- describe your circumstances and why you are unable to meet the requirements to transition to Full Registration;
- include an estimate of the number of days you have taught over the last 3 years; and
- include the estimated number of hours of professional learning activities that you have completed.

Please attach any additional pages or supporting evidence to your application for the renewal of your Provisional Registration.

Fit and Proper questions

<p>The <i>Teacher Registration Act 2012</i> (Act) requires the TRBWA to have regard to certain matters to determine whether you are a fit and proper person to be registered. Read carefully before responding. It is an offence under the Act to provide false and misleading information to the TRBWA in order to gain registration. For more information, please refer to the Fit and Proper Policy. You are required to respond to the following questions (☑).</p>	Yes	No
1. During your current period of registration, have you had registration, licensing, classification or other authority as a teacher suspended, cancelled or withdrawn in Australia or any other country for disciplinary reasons?	<input type="checkbox"/>	<input type="checkbox"/>
2. During your current period of registration, have you been subject to any conditions in practising the profession of teaching in Australia or any other country?	<input type="checkbox"/>	<input type="checkbox"/>
3. During your current period of registration, have you been refused registration, licensing or classification as a teacher in Australia or any other country?	<input type="checkbox"/>	<input type="checkbox"/>
4. (a) During your current period of registration, have you been, or are you currently, the subject of a disciplinary process concerning allegations as to your misconduct as a teacher, your incompetence as a teacher, your fitness or whether you are a proper person to be a teacher, in Australia or any other country?	<input type="checkbox"/>	<input type="checkbox"/>
4. (b) During your current period of registration, have you been, or are you currently, the subject of a disciplinary process concerning allegations as to your misconduct, your incompetence or fitness to hold registration, licensing, classification or other authority in a profession, other than teaching, in Australia or any other country?	<input type="checkbox"/>	<input type="checkbox"/>
<p>5. Do you have, or have you ever had, a serious medical condition, or mental or physical impairment as defined in section 24(fa) of the Act, that adversely affects, or is likely to affect, your ability to carry out the inherent requirements of the work of a registered teacher?</p> <p>If you have answered 'Yes' to this question, the TRBWA needs to make a determination about the extent to which your ability to practise as a teacher is, or is likely to be, adversely affected. For further information, please refer to the Fit and Proper Policy.</p> <p>Please complete and enclose the Medical Conditions and Impairments form.</p>	<input type="checkbox"/>	<input type="checkbox"/>
6. During your current period of registration, have you been dismissed or resigned from teaching in response to or following allegations of misconduct in Australia or any other country?	<input type="checkbox"/>	<input type="checkbox"/>
7. During your current period of registration, have you used any illicit drugs or engaged in any substance abuse?	<input type="checkbox"/>	<input type="checkbox"/>
8. During your current period of registration, have you been convicted of any offences (including criminal and traffic) in any overseas country?	<input type="checkbox"/>	<input type="checkbox"/>
9. Do you have any unresolved criminal charges in any overseas country?	<input type="checkbox"/>	<input type="checkbox"/>

If you have answered yes to any of these questions, you must provide full details in a sealed envelope marked 'Private and Confidential' and posted to:

Director, Fit and Proper Assessment
Teacher Registration Board of Western Australia
PO Box 3019
EAST PERTH WA 6892

This may include:

- responses to additional questions if you answered 'yes' to question 4(a) and (b) or 5;

- a detailed submission from you as to how the events arose, what allegations were made, any findings against you, and what you have done since;
- a Statement of Material Facts if appropriate;
- character references (particularly where the referee knows about the events leading to this situation); or
- documentation showing an outcome of the matter.

Please provide sufficient information to assist the Board with their assessment of whether you are a fit and proper person to be registered.

National criminal history checks

As part of the assessment by the TRBWA as to whether you are a fit and proper person, consideration is given to any criminal history you may have, pursuant to section 24(c) of the Act.

You must provide consent to the TRBWA to obtain a national criminal history check when you apply to renew your registration. You can provide consent by completing the attached *Nationally Coordinated Criminal History Check Application and Informed Consent Form*.

Proof of identity requirements

You are required to provide **three identity documents** with your consent form. The combined identity documents must contain your **full name, date of birth and a photograph of you**. If your identity documents do not include a photograph, you must submit a passport-style photograph certified by a person listed in the attached *Authorised witnesses for TRBWA registration processes guide*.

Please refer to the *Nationally Coordinated Criminal History Check Application and Informed Consent Form* for a list of identity documents required for the national criminal history check.

Change of name

If you provide identity documents using a former name, you must provide evidence of your name change. This means providing a change of name certificate issued by the Australian Registry of Births, Deaths and Marriages or an Australian marriage certificate issued by a state or territory, in addition to your three identity documents. Church or celebrant-issued certificates are not accepted.

Please note, any other name variations may require evidence to support the change of name.

Special provisions for proof of identity

There may be circumstances in which a person may not be able to meet the minimum proof of identity requirements. If you are unable to meet the requirements listed in the *Nationally Coordinated Criminal History Check Application and Informed Consent Form*, please email info@trb.education.wa.edu.au and we will assess your ability to meet the requirements and determine the most suitable method for you to confirm your identity.

Verification of identity

As part of the process to undertake a national criminal history check, the TRBWA is required to verify your identity. This involves a visual comparison between you and the original photographic identity document submitted with your application.

Verification will be completed by an authorised third party on behalf of the TRBWA.

For the purposes of teacher registration, an authorised third party is an occupation or person as listed in the *Statutory Declaration Regulations 2023*. A list of authorised third parties is available in the *Authorised witnesses for TRBWA registration processes guide*.

To verify your identity, an authorised third party must:

1. sight all identity documents (including the photographic identity document) submitted with your application form; and
2. make a face-to-face visual comparison between you and your original photo identity document; and
3. verify that you are the person represented in the application by completing sections 3 and 4 of the attached *Verification of identity by an authorised third party declaration*.

You must present all the original identity documents submitted with your application to the authorised third party for comparison. If they are unable to establish that you are the person represented in the application, additional photo identification may be requested.

If you are unable to access an authorised third party to complete the identity verification process, please email info@trb.education.wa.edu.au for further advice.

Please note, your application will not be finalised until this process has been completed.

Overseas criminal history checks (from a country other than Australia)

You are required to provide an overseas criminal history check from every country you have resided in for a cumulative² period of 12 months or more, from 18 years of age, during your current period of registration, where you have not previously provided this information to the Board.

Have you resided in any country other than Australia for a cumulative ¹ period of 12 months or more, from 18 years of age, during your current period of registration? (☑)	Yes	No
If you have answered ‘No’, please proceed to the Registration Obligations.	<input type="checkbox"/>	<input type="checkbox"/>
If you have answered ‘Yes’, please proceed with the requirements below for obtaining an overseas criminal history.		

Apply for an overseas criminal history check

While the Board will have regard to any evidence you provide with respect to your overseas criminal history, in order to provide reasonable assurance concerning the validity of your overseas criminal history check, you must obtain your check from AIS International.

AIS International is the preferred provider of overseas criminal history checks for the TRBWA.

You will need to apply for your overseas criminal history check through AIS International. You can complete, pay and submit your application via the [AIS International Applicant Portal](#).

Once submitted, you can check on the progress of your overseas criminal history check, by logging into your application via the portal.

You will receive an email notification from AIS International when the results of your overseas criminal history check are available. The results of your check will also be provided directly to the TRBWA.

If you have any questions regarding your overseas criminal history check application, please contact AIS International on:

Telephone: 1300 300 007

Email: info@aisintl.com.au

Website: www.aisintl.com.au

If AIS International does not conduct a check for the country you resided in, the TRBWA may accept a statutory declaration. Please contact the TRBWA to request a statutory declaration form.

Please do not provide your own statutory declaration form or obtain one from Australia Post.

² Cumulative – the total time spent in each individual country within your current period of registration.

Example - If you currently hold Provisional Registration, which was granted in 2021, and you spent 6 months in the UK in 2022 and another 6 months in 2023, the total time spent in the UK would be 12 months within your current registration period. You would, therefore, be required to provide an overseas criminal history check from the UK when you apply to renew your registration in 2024.

Overseas criminal history checks table

In the table below, please list every country, other than Australia, you have resided for a cumulative² period of 12 months or more, from 18 years of age, during your current period of registration, where you have not previously provided this information to the Board.

For every country, country (outside Australia), please identify whether you:

1. have applied for an overseas criminal history check from AIS International; or
2. have not yet applied for an overseas criminal history check for this country; or
3. will submit a statutory declaration to the TRBWA, as an overseas criminal history check is not available from AIS International for that country.

Country	(1) I have applied for an overseas criminal history check for this country by AIS International and include the date applied below. A copy of this overseas criminal history check will be provided directly to the TRBWA by AIS International.	(2) I have not yet applied for an overseas criminal history check for this country.	(3) I have checked the list via the AIS International Applicant Portal and an overseas criminal history check is not available for this country. *
	Date applied (DD/MM/YYYY)	If Yes, tick (☑) below	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	

*If AIS International **does not conduct a check** for the country you resided in, the TRBWA may accept a statutory declaration.

Please contact the TRBWA to request a statutory declaration form.

Please do not provide your own statutory declaration form or obtain one from Australia Post.

² Cumulative – the total time spent in each individual country within your current period of registration.

Example - If you currently hold Provisional Registration, which was granted in 2021, and you spent 6 months in the UK in 2022 and another 6 months in 2023, the total time spent in the UK would be 12 months within your current registration period. You would, therefore, be required to provide an overseas criminal history check from the UK when you apply to renew your registration in 2024.

Registration obligations

Registration as a teacher carries with it a number of obligations. I understand it is a requirement for me to:

- maintain my teacher registration which includes the requirement to pay an annual fee by **31 March** each year
- provide notice to the Board if I have a change of name, postal address, email address or telephone number within 30 days of these changes occurring (noting that failure to comply with this requirement may result in a penalty fine to the maximum of \$1,000)
- provide written consent to the TRBWA, upon request, to obtain a criminal history check
- comply with any conditions placed on my registration
- continue to be a fit and proper person to be registered
- provide written notice to the TRBWA, under sections 38, 39 and 40 of the [Teacher Registration Act 2012](#) (Act):
 - of any civil proceedings which result in orders to pay damages or compensation (within 30 days)
 - if I am convicted of an offence which includes a statutory penalty of imprisonment (within 30 days)
 - about any loss of my qualifications (within 30 days)
 - if I receive a working with children interim negative notice or negative notice (within 14 days) noting that I may commit an offence if I fail to notify the TRBWA within the time specified which could result in a penalty fine to the maximum of \$5,000.

Further information about your obligations as a registered teacher can be found on the [TRBWA website](#).

Department of Education consent (recommended)

If you provide consent, please tick (☑) the following:

- ☐ I consent to the TRBWA disclosing to the Western Australian Department of Education the date on which the TRBWA determines that I am a fit and proper person to be a registered teacher.

Applicant's declaration

I, _____
Full name

of _____
Address

sincerely declare that the information I have provided in this application is complete, true and correct, and I understand my obligations as a registered teacher.

Signature _____ Date ____/____/____



It is an offence under the Act to provide a false or misleading statement.

Applicant's payment calculator

Application fee payable	Fee payable
Renewal of registration	\$56.00

Please note:

- The application fee is non-refundable.
- Applications will not be processed without full payment of the application fee.
- The TRBWA financial year is from 1 April to 31 March of the following year.
- An annual fee is due and payable for each year of the registration period. Annual fees can be paid in advance up to and including the final year of the registration period.
- Registration will be cancelled if the annual fee is not paid.

Applicant's payment details

Applicant's registration number: _____

Applicant's full name: _____

Applicant's date of birth: / /
 Day Month Year

Payment of the application fee will be made via:

- ☐ Credit card
- ☐ EFTPOS/Cash in Person
- ☐ Cheque (made payable to: Teacher Registration Board of Western Australia)
- ☐ Money order/bank draft (made payable to: Teacher Registration Board of Western Australia)
- ☐ Other electronic payment

Please note, **unless you are attaching a cheque or money order, you will be sent an email with payment details** when the TRBWA receives your documentation.

Documentation will not be processed until full payment of the application fee has been received.

Amount: \$

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Office use only

Voucher/Receipt #

Date processed: ____/____/____

Processed by:

If Declined: Error message: (Printout attached)

To avoid unnecessary delays please check that your application is complete using the following checklist:

- ☐ I have completed the Nationally Coordinated Criminal History Check Application and Informed Consent Form.
- ☐ I have provided copies of identity documents required by the Nationally Coordinated Criminal History Check Application and Informed Consent Form.
- ☐ I have provided evidence supporting any change of names reflected in my application e.g. Marriage or Change of Name Certificate issued by a State or Territory Registry of Births, Deaths and Marriages
- ☐ I have included with this application supporting evidence relating to my application to AIS International for a criminal history check from a country outside Australia (where applicable).

Lodging this application for registration

By email

This application form and supporting evidence may be emailed to info@trb.education.wa.edu.au.

In the subject line of the email please include the application category, your full name and registration number (if you hold or previously held teacher registration with the TRBWA).

In the main body of the email, please detail all attachments that have been included with the application.

If submission by email is not practicable, please contact the TRBWA.

NATIONALLY COORDINATED CRIMINAL HISTORY CHECK

APPLICATION AND INFORMED CONSENT FORM

NATIONAL POLICE CHECKING SERVICE

Information about this form

Terms used in this form

Nationally Coordinated Criminal History Check	Describes both the checking process undertaken, and the result received by the Accredited Body.
You/the Applicant	Individual seeking a Nationally Coordinated Criminal History Check.
Accredited Body	Organisation accredited with the ACIC and responsible for submitting your Nationally Coordinated Criminal History Check.
Australian Criminal Intelligence Commission (ACIC)	Australian Government agency responsible for facilitating access to Nationally Coordinated Criminal History Checks.
Authoritative Source	Any repository which is an accurate and up-to-date source of information using best available information (such as a government agency database or a third-party identity service provider accredited to the required level of assurance).
Customer	Body or entity that engages the Accredited Body to use the Service for obtaining a Nationally Coordinated Criminal History Check for its own potential or existing Personnel.
Document Verification Service (DVS)	The national secure online system of that name, which enables authorised entities to electronically verify certain Evidence of Identity (EOI) documents issued by a range of Australian, State and Territory government agencies.
Third Party	Organisation the Accredited Body is required by law to disclose your Personal Information and Police Information to.
Personal Information	Information about you, including any information contained in your identity documents.
Police Information	Information released as part of a Nationally Coordinated Criminal History Check.
Offshore Customer	Customer that is registered as a company in a country other than Australia, or that intends to undertake an Offshore Transfer in relation to an Applicant.
Offshore Transfer	Transfer, access, disclosure or holding of Personal Information or Police Information outside of Australia.

Who completes this form?

Accredited Body

The Accredited Body or its Customer pre-populates this form with information in the following sections: **How to submit this form**, **Contact details** and **question D1**.

Applicant

You are required to provide your personal details and Informed Consent to complete this form. You must also provide your identity documents as detailed in **Documents required**.

If you are:

- less than 15 years of age, this form must be consented to and include the consent and signature, of your parent or legal guardian;
- over 15 years of age and the Accredited Body informs you that this requirement applies, this form must be consented to and include the consent and signature of, your parent or legal guardian;
- at least 18 years of age but you do not otherwise have legal capacity to complete the Application, this form must be consented to and include the consent and signature of, your legal guardian.

You are completing this form to obtain a Nationally Coordinated Criminal History Check.

What is a Nationally Coordinated Criminal History Check?

A Nationally Coordinated Criminal History Check is conducted with your Informed Consent to determine your suitability for employment, a position of trust or as required by legislation. A Nationally Coordinated Criminal History Check contains your Personal Information including any relevant Police Information about you according to the purpose of your Nationally Coordinated Criminal History Check.

Privacy notice

How will my information be used?

The ACIC and Australian Police Agencies

The ACIC and Australian police agencies use the information on this form and the Applicant's identity documentation:

- to disclose Police Information relating to you to the Accredited Body named in question D1;
- to update records held about you; and
- for law enforcement, including purposes set out in the *Australian Crime Commission Act 2002* (Cth).

Accredited Body

The Accredited Body uses the Personal Information collected in this application to request a Nationally Coordinated Criminal History Check and to confirm your identity.

The Accredited Body may have a legislative basis for the collection, use and disclosure of your Personal Information and Police Information to a Third Party. If applicable, Third Parties are listed in question D1. The ACIC recommends you seek more information about relevant legislation from the Accredited Body.

The Accredited Body must advise you if an Offshore Transfer of your Personal Information or Police Information will occur, including to an Offshore Customer. If this applies, the legal name and location of the Offshore Customer are listed in question D1. The ACIC recommends you seek more information from the Accredited Body listed in D1.

How is my National Coordinated Criminal History Check result determined?

Police Information is disclosed in accordance with applicable spent conviction legislation and information release policies of the Australian Government and state and territory governments.

These links may help you source information on spent convictions:

Commonwealth	www.legislation.gov.au
Australian Capital Territory	www.legislation.act.gov.au
New South Wales	www.legislation.nsw.gov.au
Northern Territory	www.legislation.nt.gov.au
Queensland	www.legislation.qld.gov.au
South Australia	www.legislation.sa.gov.au
Tasmania	www.thelaw.tas.gov.au
Victoria	www.police.vic.gov.au
Western Australia	www.legislation.wa.gov.au

How do I dispute my result?

If you do not agree with the results of your Nationally Coordinated Criminal History Check, contact the Accredited Body. Using the contact information on page 3 to advise the Accredited Body you want to dispute the result. The Accredited Body escalates all disputes.

Providing incomplete, false or misleading information

You must take reasonable steps to ensure you provide accurate, complete and up-to-date Personal Information. Withholding and/or providing misleading, or false information on this form may be a Commonwealth offence and you may be prosecuted under the *Criminal Code Act 1995* (Cth).

If you become aware you have provided incorrect information you must contact the Accredited Body as soon as possible.

Documents required

Minimum identity requirements

You must provide at least three documents with your completed form to confirm your identity:

- **one commencement of identity document** to confirm your birth in Australia or arrival in Australia
- **one primary use in the community document** to show the use of your identity in the community; and
- **one secondary use in the community documents**

The Accredited body will use these documents to verify your identity with the Personal Information you provided in this form. The Personal Information contained in your identity documents will be used to conduct a Nationally Coordinated Criminal History Check, as you consent to in Section D.

The documentation you provide must include evidence of your full legal name, date of birth and a photograph of you. If a photograph is not provided on the identity documents presented, a passport style photograph certified by a person listed in Schedule 1 of the *Statutory Declaration Regulations 2023* can be accepted in addition to the three required documents.

Commencement of identity documents

- Australian birth certificate** or authorised record of birth (not an extract or birth card)
- Immigration record or document, including:**
 - an **Australian Citizenship Certificate**;
 - an **Australian visa** (supported by a foreign passport, which is needed for verification); and

- an **ImmiCard** issued by the Department of Home Affairs to assist visa holders to provide evidence of their Commencement of Identity in Australia.
- current **Australian passport** (not expired, however, if the DVS is used to verify the passport, it may be up to 3 years expired)

Primary use in the community documents

- current **Australian passport**, including Ordinary, Frequent traveler, Diplomatic, Official and Emergency (not expired; however, if the DVS is used to verify the passport, it may be up to 3 years expired);
- an **Australian driver licence**, learner permit or provisional licence issued by a State or Territory, showing signature and/or photo;
- ImmiCard** issued by the Department of Home Affairs to assist visa holders to provide evidence of their Commencement of Identity in Australia;
- Foreign passport** issued by a country other than Australia with a valid visa or valid entry stamp or equivalent;
- a **proof of age or photo identity card** issued by an Australian government agency which shows the name, date of birth, photo and signature of the individual; and
- for persons aged under 18 years with no other primary use in community documents, a **student identity document** issued by an Australian secondary school. TAFE, university, registered training organisation or State government agency only.

Secondary use in the community documents

Secondary use in the community documents

- DFAT issued Certificate of Identity**;
- DFAT issued Document of Identity**;
- DFAT issued United Nations Convention Travel Document Secondary**;
- Foreign government issued identity documents** (e.g. driver's licence). Documents in languages other than English must be accompanied by a NAATI accredited translation;
- Medicare card**;
- Proof of electoral enrolment with the Australian Electoral Commission**;
- Australian Security Guard/Crowd Control photo licence**;
- Evidence of right to a government benefit** (DVA or Centrelink);
- Consular photo identity card issued by DFAT**;
- Australian Police Force Officer photo identity card**;
- Australian Defence Force photo identity card**;
- Commonwealth or state/territory government photo identity card** (this may take the form of a working with children or vulnerable people card or a government issued occupational licence);
- Australian Aviation security identification card**;
- Australian Maritime security identification card**;
- Australian Firearms licence**;
- Credit reference check** issued by a credit provider;
- Australian secondary or tertiary student photo identity document** issued by an Australian secondary school. TAFE, university or registered training organisation;
- Certified academic transcript** from an Australian secondary school, TAFE, university or registered training organisation;
- Trusted referees report**;
- Bank card, credit card** (without recording the payment card number/s) issued by a bank, credit union or building society. The Applicant's signature must be on the card. Documents from foreign banks or institutions are not accepted; and
- Tax File Number** issued by the Australian Taxation Office.

Names

All names under which you have been or are currently known will be included on the Nationally Coordinated Criminal History Check. If you are concerned about the disclosure of details relating to your previous known names, please contact the Accredited Body through which you are submitting your check for a Nationally Coordinated Criminal History Check for assistance.

Change of name

If you provide identity documents using a former name, you must provide evidence of your name change. This means providing a change of name certificate issued by an Australian state or territory government or an Australian marriage certificate issued by a state or territory, in addition to your three identity documents. **Church or celebrant-issued certificates are not accepted.**

Special provisions for proof of identity

The ACIC recognises that in exceptional circumstances you may not be able to meet the minimum proof of identity requirements. Please contact the Accredited Body who will assess your ability to meet the requirements and determine the most suitable method to confirm your identity.

How to submit this form

Before submitting this form, ensure all sections are complete and that you have signed and dated the form. Submit your completed form and identity documents using these instructions:

When you are satisfied that this application and informed consent form is complete and that you have all the required identity documentation, please scan it together with your completed application or request form and email it to: info@trb.education.wa.edu.au.

Contact details

You can contact the Accredited Body for more information on the Nationally Coordinated Criminal History Check process, how your Personal Information is handled and how you can dispute your result through the Accredited Body.

Accredited Body

Teacher Registration Board of Western Australia


Contact details

T: (08) 9223 9100 or Country callers: 1300 652 911
E: info@trb.education.wa.edu.au
M: PO Box 3009, East Perth WA 6004

Complaints and Privacy Officer
Investigations and Compliance Branch
T: (08) 9223 9101 M: PO Box 3019, East Perth WA 6891

Customer (if applicable)

Contact details (including details of the Accredited Body's complaints and privacy officer)

 If more room is required, please list on a separate sheet, sign and attach to this form.

Additional sheet attached? Yes ☐ No ☐

Section A – Type of Nationally Coordinated Criminal History Check

A1. Please read this before answering the following question.

You may request a volunteer check if you:

- (a) will hold a position or perform a role on a voluntary basis for charitable purposes which have a public benefit where you will not be an employee or contractor and will not be entitled to any salary or other entitlements associated with the position or role, other than payment of out of pocket expenses; or
- (b) are a student undertaking a compulsory unpaid vocational placement as part of a training course requirement from an Australian-based educational institution.

The Volunteer check type must not be selected for the Australian Government's Work for the Dole Scheme.

You must be able to validate the Not-for-Profit organisation and the volunteer position to support your selection of the volunteer type.

What is the check type?

Standard ☐ Volunteer ☐

Section B - Purpose of the Nationally Coordinated Criminal History Check

The purpose for your Nationally Coordinated Criminal History Check helps determine what Police Information is disclosed on your result.

B1. Please read this before answering the following question.

Licence – Undertaking licensed or regulatory activities, such as applying for teacher registration.

What is the check category?

Licence

B2. Please read this before answering the following question.

For question B2, provide the following information:

Note: Acronyms must not be used.

- Position title, occupation, volunteer role, entitlement being sought or licence type.
- Proposed place of work (name of employer or organisation providing the entitlement).
- Location of the role (town and state/territory).

Example: Case worker, Department of Human Services, Canberra, Australian Capital Territory

Example: Volunteer in canteen, St Bebes, Canberra, Australian Capital Territory

Your position title, occupation, volunteer role, entitlement or licence type

Registered Teacher

Relevant entitlement provider or name of your proposed employer

Teacher Registration Board of Western Australia

Relevant location of work

Western Australia

Jurisdiction of your work or entitlement

ACT ☐ NT ☐ SA ☐ VIC ☐ CTH ☐

NSW ☐ QLD ☐ TAS ☐ WA ☐ Other ☐

Section C – Personal Information

C1. Please read this before answering the following questions.

All known names:

You must disclose all names you have been known by throughout your life, including your full legal name, name before marriage (maiden name), and other previous names and/or alias names.

All names that you submit as part of your Nationally Coordinated Criminal History Check, will appear on the check result. If you are concerned about the disclosure of a **previous name**, please contact the Accredited Body. With each additional name you provide, you must include your family name, first given names and other given names (if applicable).

Example: When Lucianne was born, she was given the first name Lucianne, second given name Jane and surname of Jones. When she was married, she changed her surname to Smith. Lucianne commonly uses the name Lucy when introducing herself in the community.

As such, Lucianne has four known names—her current name, maiden name, the alias name she used before she got married and the alias name she uses now. Lucianne needs to provide all four names when completing this form, as follows:

Current name: Smith, Lucianne Jane

Maiden name: Jones, Lucianne Jane

Alias name: Smith, Lucy Jane

Alias name: Jones, Lucy Jane

Single Names

A single name is where your name comprises of:

- only one word; or
- several words not using Western naming conventions (as per your commencement document).

Example:

- Angel - with no other name
- Mohammed Rasheed Khan – consists of several words that are not documented with a specific first name, middle name, and family name.

Full legal name

Family name

First given name(s)

Other given name(s)

Or, Single Name Only*

Previous known name (if applicable)

Family name

First given name(s)

Other given name(s)

Or, Single Name Only*

Name Type: Maiden ☐ Alias ☐ Previous ☐

Previous known name (if applicable)

Family name

First given name(s)

Other given name(s)

Or, Single Name Only*

Name Type: Maiden ☐ Alias ☐ Previous ☐



If more room is required, please list on a separate sheet, sign and attach to this form.

Additional sheet attached? Yes ☐ No ☐

***Office use only – Please ensure that single names are placed in the 'Family name' section in the UI.**

C2. Please read this before answering the following question.

You must select the gender that best describes how you identify yourself within the community.

The gender details that you submit as part of your Nationally Coordinated Criminal History Check, will be the gender that appears on the check result.

The ACIC's processes are aligned with the Australian Government *Guidelines on the Recognition of Sex and Gender*. If these Guidelines affect you and you would like additional information specifically regarding this, please contact the ACIC directly at npcs@acic.gov.au

Your gender

Male ☐ Female ☐ Intersex ☐

Indeterminate/Unspecified ☐

C3. Please read this before answering the following questions.

If you cannot provide all these details, contact the Accredited Body or its Customer.

Your date of birth

Your place of birth

Suburb/town

State/territory

Country

C4. Please read this before answering the following questions.

Provide your current and previous residential addresses for the past five years, including the dates you resided at each address.

If you cannot provide full details, provide as much information as possible. If you are unsure how to complete this section contact the organisation that gave you this form.

Current residential address

Street address	<input type="text"/>		
<input type="text"/>			
Suburb/town	<input type="text"/>		
State/territory	<input type="text"/>	Postcode	<input type="text"/>
Country	<input type="text"/>		
Date from	<input type="text"/>	<input type="text"/>	

Previous residential address 1

Street address	<input type="text"/>		
<input type="text"/>			
Suburb/town	<input type="text"/>		
State/territory	<input type="text"/>	Postcode	<input type="text"/>
Country	<input type="text"/>		
Date From	<input type="text"/>	To	<input type="text"/>

Previous residential address 2

Street address	<input type="text"/>		
<input type="text"/>			
Suburb/town	<input type="text"/>		
State/territory	<input type="text"/>	Postcode	<input type="text"/>
Country	<input type="text"/>		
Date From	<input type="text"/>	To	<input type="text"/>



If more room is required, please list on a separate sheet, sign and attach to this form.

Additional sheet attached? Yes ☐ No ☐

C5. Please read this before answering the following questions.

If you have an *Australian* drivers licence and/or an *Australian* firearms licence, you must provide the licence number and the state or territory that issued your licence. If you have a passport, you must provide the passport number and the country that issued your passport.

Drivers licence number (if available)

Issued by (state/territory)

Firearms licence number (if available)

Issued by (state/territory)

Passport number (if available)

Issued by (country)

Section D – Informed Consent***What is Informed Consent?***

Your Informed Consent is needed before an Accredited Body can request a Nationally Coordinated Criminal History Check for you. Your Informed Consent means you:

- have read and understood the information provided in this form about how your Personal Information and any Police Information relevant to you will be handled and disclosed
- provide your permission for the Accredited Body to request a Nationally Coordinated Criminal History Check on your behalf
- provide your permission for the Accredited Body to disclose your information to any organisation listed in D1 of this form.

How do I provide my Informed Consent?

An important aspect of providing informed consent is that you understand what you are consenting to. It is important that you read the consent statements in question D2 and, where required, get clarification from the Accredited Body or its Customer, to ensure complete understanding. You must then sign and date this form at D2, to give your Informed Consent.

Important: Please read this information about question D1.

The Accredited Body is required to complete the details at D1 before providing the form to you.

D1 provides the details of the organisations to whom your Personal Information and Police Information will be disclosed to.

In question D2, you will provide your informed consent for your Personal Information and Police Information to be disclosed to the ACIC, Australian police agencies, law enforcement agencies, and any organisations detailed in question D1.

D1. Organisations to whom the Applicant's Personal Information and Police Information will be disclosed

Accredited Body - Accredited Body (legal name)

Teacher Registration Board of Western Australia

Address

151 Royal Street, East Perth WA 6004

Preferred contact details

(08) 9223 9100

ABN

69 769 481 770

Customer or related government entity

Customer or related government entity (legal name)

Address

Preferred contact details

ABN

Third Parties (as required by law)

Third Party 1 (legal name)

ABN

Basis of disclosure

Third Party 2 (legal name)

ABN

Basis of disclosure

Offshore Transfer arrangements (including Offshore Customers)

Overseas entity (legal name)

Location (Country)

D2. Please read this before answering the following question.

You must provide your name, read each statement carefully and then print your name, sign and date to provide your informed consent.

Applicant's consent to submit a Nationally Coordinated Criminal History Check

I,

Family name

First given name(s)

Other given name(s)

1. acknowledge that I/the Applicant am aware that I/the Applicant am providing consent for a Nationally Coordinated Criminal History Check to be conducted using all Personal Information provided in this form and in supplied identity documents.

2. acknowledge that the Accredited Body named in D1 is collecting information in this form to provide to the ACIC and police agencies, for a Nationally Coordinated Criminal History Check to be conducted for the purpose outlined in Section B of this form.
3. give consent to Police Information relating to me/the Applicant, being disclosed in accordance with the purpose identified in Section B of this form, and applicable legislation and information release policies (including spent convictions legislation described in Australian Government and state or territory legislation).
4. acknowledge that it is usual practice for my/the Applicant's Personal Information (including Police Information) to be used by police agencies and the ACIC for law enforcement, including purposes set out in the *Australian Crime Commission Act 2002* (Cth).
5. have fully and accurately completed this form, and the Personal Information I/the Applicant, have provided relates to me/the Applicant.
6. acknowledge that withholding and/or providing misleading or false information on this form and in any supplied identity documents may be a Commonwealth offence and may lead to prosecution under the *Criminal Code Act 1995* (Cth).
7. acknowledge that any information sent by mail or electronically, in relation to this form, including identity documents, is sent at my/the Applicant's risk and I/the Applicant, am aware of the consequences of sending information in these ways.
8. give consent to the Accredited Body named in D1 of this form verifying the identity documents that I/the Applicant supplied using an Authoritative Source.
9. give consent to the Accredited Body named in D1 of this form providing the document identifiers of the documents that I/the Applicant supplied to the ACIC for the purpose of the ACIC using the DVS to verify my/the Applicant's identity documents.
10. give consent to the ACIC using the document identifiers of the documents that I/the Applicant supplied to verify my/the Applicant's identity documents using the DVS.
11. give consent to the ACIC and police agencies using and disclosing my/the Applicant's Personal Information that I/ the Applicant, have provided in this form, Personal Information contained in my supplied identity documents and all other available Personal Information relating to me/the Applicant, to conduct a Nationally Coordinated Criminal History Check.
12. give consent to the ACIC disclosing the Police Information sourced from the police agencies to other approved bodies and the Accredited Body named in D1 of this form.
13. give consent to the Accredited Body disclosing my/the Applicant's Personal Information (including Police Information) to the Accredited Body's contractors for the purpose of conducting a Nationally Coordinated Criminal History Check.
14. give consent to the Accredited Body named in D1 of this form disclosing to the Customer and Third Parties detailed in D1 of this form, my/the Applicant's Personal Information (including Police Information) to assess my/the Applicant's suitability for the purpose identified in Section B of this form and as required by Australian law.
15. give consent to the Accredited Body named in D1 of this form transferring my/the Applicant's Personal Information (including Police Information) outside Australia to the entity or entities named in D1 under 'Offshore Transfer Arrangements' of this form, and my/the Applicant's Personal Information (including Police Information) being transferred, supplied, accessed, disclosed, retained or stored in the country or countries named in D1 of this form.

16. acknowledge that I/the Applicant have read and understand the information on this form.

Applicant

Print name

Signature

	Date
---	------

Parent or legal guardian (where required as specified under the heading "Who completes this form")

Print name

Signature

	Date
---	------

Authorised Agent

(Person responsible for the Applicant, such as a legal representative)

Print name

Signature

	Date
---	------

Section E - Accredited Body declaration.

OFFICE USE ONLY

E1. What is the Nationally Coordinated Criminal History Check category for this check?

Example: Employment, Probity or Licence.

E2. Collected Identity Documentation

1) Commencement of identity document:

Type of document collected:

Name as it appears on the identity document:

Document identifier number:

Document expiry date:

2) Primary use in the community document:

Type of document collected:

Name as it appears on the identity document:

Document identifier number:

Document expiry date:

3) Secondary use in the community document:

Type of document collected:

Name as it appears on the identity document:

Document identifier number:

Document expiry date:

4) Change of name document (if applicable):

Type of document collected:

Previous name as it appears on the document:

Current name as it appears on the document:

5) Were Special Provisions used to verify this Applicant's identity?

No ☐

Yes ☐

If yes, please ensure you have documented your assessment and decision for this Applicant.

E4. The Accredited Body declares that:

- The correct *check type* has been selected for this check and it has verified the legitimacy of this claim.
- it is satisfied as to the correctness of the Applicants' identity and has verified the Applicant's identity documents.
- (where the Applicant's parent or guardian consent is required for this form) it has verified the identity of the Applicant's parent or legal guardian and established a documentary link between the Applicant and their parent or legal guardian, such as through provision of a birth certificate or court order.

Staff member

Print name

Signature

	Date
---	------

Verification of identity by an authorised third party

You must provide consent for a national criminal history check when you apply for teacher registration in Western Australia. To meet the requirements for a national criminal history check, an authorised third party must verify your identity.

Who is an authorised third party?

For the purposes of teacher registration, an authorised third party is an occupation or person listed in the *Statutory Declaration Regulations 2023*.

Please refer to the attached *Authorised witnesses for TRBWA registration processes guide* for a list of authorised third parties who can verify your identity.

How to complete this form

1. Print this form.
2. Present all your original identity documents, (including the photographic identity document) as listed in Section 2 below, to an authorised third party to undertake an identity verification.
3. The authorised third party must:
 - a. sight all identity documents;
 - b. make a face-to-face visual comparison between you and the photographic identity document, and
 - c. complete sections 3 and 4.
4. Ensure all sections of this form are complete.
5. Include a copy of this form with your application for registration.

Section 1 - Applicant's personal details

First name	
Middle name (if any)	
Family name	
Date of birth	
Address	

Section 2 - Identity documents used to apply for teacher registration

Identity document	Document type	Expiry date
Commencement document		
Primary document		
Secondary document		

Section 3 - Authorised third party details

Full name	
Profession/occupation	
Telephone number	
Email address	

Section 4 - Authorised third party verification

I declare that I have sighted the applicant's identity documents as listed above and the applicant's identity has been confirmed via a face-to-face comparison with the photographic identity document. I am satisfied as to the correctness of the applicant's identity.	
Signature:	Date:

Identification photo

If your identity documents do not include a photograph, you must submit a passport-style photograph certified by a person listed in the *Authorised witnesses for TRBWA registration processes guide*.

The authorised third party must sight a recent passport-style photograph of you and clearly print the following information on the back of that photograph:

1. "This is a true image of (your full name of the applicant)";
2. their name and position or role e.g. Justice of Peace;
3. signature; and
4. date of signature.

Upload a copy of both sides of the certified photograph to your application for registration within the Identification photo section.

Authorised witnesses for TRBWA registration processes

The occupations and persons listed below are authorised to:

1. witness the statutory declaration required as part of a Mutual Recognition Notice; and
2. verify the identity of an applicant for teacher registration with the TRBWA.

Please note, you must complete the statutory declaration for the Mutual Recognition Notice before an authorised witness. Other options are outlined on the [Complete a statutory declaration for Mutual Recognition with the TRBWA information sheet](#).

Alternatively, you can complete a digital statutory declaration using [myGov](#). You do not need a witness for a digital statutory declaration, but you will need a Digital Identity to verify your identity.

Verification of identity may be undertaken outside Australia, if it is undertaken by a person on the following list who holds an official, administrative connection to Australia, except for a notary public (however described).

For example, a doctor who is registered to practise medicine in Australia may verify the identity of an applicant for the purposes of teacher registration when they are overseas. A doctor who is registered to practise medicine in a country other than Australia, however, may not.

List of occupations

A person who, under a law of the Commonwealth, a State or Territory, is currently licensed or registered to practise in Australia in an occupation listed in Part 1 of Schedule 1 of the *Statutory Declarations Regulations 2023*.

Item	Occupation
1	Architect
2	Chiropractor
3	Dentist
4	Financial adviser or financial planner
5	Legal practitioner
6	Medical practitioner
7	Midwife
8	Migration agent registered under division 3 of part 3 of the <i>Migration Act 1958</i>
9	Nurse
10	Occupational therapist
11	Optometrist
12	Patent attorney
13	Pharmacist
14	Physiotherapist
15	Psychologist
16	Trade marks attorney
17	Veterinary surgeon

List of persons

A person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or

A person who is listed in Part 2 of Schedule 1 of the *Statutory Declarations Regulations 2023*.

Item	Person
1	Accountant who is: a) a fellow of the National Tax Accountants' Association, or b) a member of the following: i. Chartered Accountants Australia and New Zealand; ii. the Association of Taxation and Management Accountants; iii. CPA Australia; iv. the Institute of Public Accountants
2	Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
3	Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the <i>Consular Fees Act 1955</i>)
4	Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the <i>Consular Fees Act 1955</i>)
5	Bailiff
6	Bank officer with 5 or more continuous years of service
7	Building society officer with 5 or more years of continuous service
8	Chief executive officer of a Commonwealth court
9	Clerk of a court
10	Commissioner of Affidavits
11	Commissioner for Declarations
12	Credit union officer with 5 or more years of continuous service
13	Employee of a Commonwealth authority engaged on a permanent basis with 5 or more years of continuous service who is not specified in another item in this Part
14	Employee of the Australian Trade and Investment Commission who is: a) in a country or place outside Australia; and b) authorised under paragraph 3(d) of the <i>Consular Fees Act 1955</i> ; and c) exercising his or her function in that place
15	Employee of the Commonwealth who is: a) At a place outside Australia; and b) authorised under paragraph 3(c) of the <i>Consular Fees Act 1955</i> ; and c) exercising his or her function in that place
16	Engineer who is: a) a member of Engineers Australia, other than at the grade of student; or b) a Registered Professional Engineer of Professionals Australia; or c) registered as an engineer under a law of the Commonwealth, a State or Territory; or d) registered on the National Engineering Register by Engineers Australia
17	Finance company officer with 5 or more years of continuous service
18	Holder of a statutory office not specified in another item of this Part
19	Judge

20	Justice of the peace
21	Magistrate
22	Marriage celebrant registered under subdivision C of Division 1 of part IV of the Marriage Act 1961
23	Master of a court
24	Member of the Australian Defence Force who is: a) an officer; or b) a non-commissioned within the meaning of the Defence Force of the Defence Force Discipline Act 1982 with 5 or more years of continuous service; or c) a warrant officer within the meaning of that Act
25	Member of the Australasian Institute of Mining and Metallurgy
26	Member of the Governance Institute of Australia Ltd
27	Member of: a) the parliament of the Commonwealth; or b) the parliament of a State; or c) a Territory legislature; or d) a local government authority
28	Minister of religion registered under Subdivision A of Division 1 of Part IV of the <i>Marriage Act 1961</i>
29	Notary public, including a notary public (however described) exercising functions at a place outside: a) the Commonwealth; and b) the external territories of the Commonwealth
30	Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public
31	Permanent employee of: a) a State or Territory, or a State or Territory authority; or b) a local government authority; with 5 or more years of continuous service, other than such an employee who is specified in another item of this Part
32	Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
33	Police officer
34	Registrar, or deputy registrar, or a court
35	Senior executive employee of a Commonwealth authority
36	Senior executive employee of a State or Territory
37	SES employee of the Commonwealth
38	Sheriff
39	Sheriff's officer
40	Teacher employed on a permanent full-time or part-time basis at a school or tertiary education institution.

Important information about privacy

Your personal information is protected by law. Please refer to the *TRBWA Privacy Policy* for further information.